

**State of Tennessee
Department of General Services
Records Management Division**

**State-Wide Records Disposition Authorization (RDA)
Index by RDA Number**

RDA Number	Record Series Title	Category Name	Page Number
S470-1	Office General Personnel File	Personnel	5
S470-2	Office Personnel Locator Files	Personnel	5
S470-3	Employee Record Files	Personnel	3
S470-4	Job Description Files	Personnel	4
S470-5	Supervisor/Agency Employee Information Files	Personnel	7
S470-6	Travel Authorization Files	Personnel	8
S510	Disbursement Voucher Files (Paid Invoice Files Vendors Files)	Finance & Accounting	3
S528	Minute Files	Agency Heads	2
S547	Certification of Deposit	Finance & Accounting	1
S553	Daily Work Report Files	Personnel	3
S590	Commissioner's Subject Files	Agency Heads	2
S627	Pledge Cards for Charity Drives	Personnel	7
S628	Employee Insurance Files	Personnel	3
S630	U.S. Savings Bond Payroll Savings Authorization	Personnel	8
S717	Signature Card Files	Finance & Accounting	6
S718	Annual Reports	Agency Heads	1
S739	Student Medical Records	Student Records	1
S836-1	Administrative Files	Administrative	1
S836-2	Suspense File	Administrative	7
S836-3	Correspondence Files	Administrative	2
S836-4	Office Instructional Files	Administrative	4
S836-5	Record Access File	Administrative	6
S836-6	Office Records Transmittal Files	Administrative	4
S836-7	Office Service and Supply Files	Administrative	4
S836-10	Reference Publication File	Administrative	7
S836-11	Technical Material Reference File	Administrative	7
S836-12	Reading Files	Administrative	6
S836-13	Policy, Procedures and Rules	Administrative	5
S836-14	Office General Management Files	Administrative	3
S836-15	Office Space Assignment Record File	Administrative	5
S836-17	Office Financial Files	Administrative	3
S1280	Personnel Files (Agency Personnel Offices)	Personnel	5
S1376	Forms Justification and Approval	Administrative	3
S1505	Attendance and Leave Records, Employee Leave Request	Personnel	1
S1523	Certification of Eligible Files	Personnel	1
S1603	State Employee Suggestion Award Program	Personnel	7
S1615	Agency Heads Subject Files - Boards & Commissions	Agency Heads	1
S1685	Real Property Lease Files	Administrative	6
S1725	Telephone Logs	Administrative	7
S1729	Accounts Receivable JV (Type A)	Finance & Accounting	1
S1730	Deposit Slips (Type C)	Finance & Accounting	2

**State of Tennessee
Department of General Services
Records Management Division**

**State-Wide Records Disposition Authorization (RDA)
Index by RDA Number**

RDA Number	Record Series Title	Category Name	Page Number
S1731	Accrued Liability JV (Type G)	Finance & Accounting	1
S1732	Front-End Journal Voucher (Type I)	Finance & Accounting	4
S1733	Journal Voucher (Type J)	Finance & Accounting	5
S1734	Warrant Cancellations (Type W)	Finance & Accounting	7
S1735	Deposit Slips - Treasury (Type U)	Finance & Accounting	3
S1736	Disbursement Vouchers (Type D)	Finance & Accounting	3
S1737	Telephone Billing JV (Type F)	Finance & Accounting	6
S1738	Payroll Journal Vouchers (Type Q)	Finance & Accounting	5
S1739	Reallocations Journal Vouchers (Type H)	Finance & Accounting	6
S1740	Treasury Transfer Journal Vouchers (Batch Types L and Z)	Finance & Accounting	7
S1912	Monthly Accounting Reports	Finance & Accounting	5
S1913	Daily Transaction Registers (858)	Finance & Accounting	2
S1914	Daily Error Reports (Report 361)	Finance & Accounting	2
S1915	Disbursement Vouchers (851) & Warrants Payable (825)	Finance & Accounting	3
S1916	Report of Warrants by Due Date (# 827) and (# 828)	Finance & Accounting	6
S1917	Budget Working Paper (Divisions and Departments)	Finance & Accounting	1
S2099	Internal Audit Reports and Working Papers	Finance & Accounting	4
S2159	Divisions and Departments Budget Requests - Copies	Finance & Accounting	4
S2272	Contracts and Requests for Proposal (RFP)	Finance & Accounting	2
S2418	Medical Records Personnel File	Personnel	4
S2489	Confidential Employee Occupational Medical Records	Personnel	1
S10115	Backup Tapes (Electronic)	Administrative	1